All departmental requests for booking the east campus grounds, (exclusive of Privateer Park and the UNO Tennis Courts), must be submitted to the Lakefront Arena for approval and scheduling. UNO Campus Police will terminate unauthorized activities on the east campus. All requests will be reviewed and promptly returned with the action taken. Without the authorized signature below, the requested event may not take place.

**EVENT**

| Requested Event: |  |
| Purpose of Event: |  |
| Expected Attendance: |  |
| Date(s): |  |
| Start/End Time(s): |  |

Please place an “X” select requested the field(s) or area:

- [ ] Field S1 *(the fenced, lighted field next to ADC)*
- [ ] Field S2 *(the field next to the marquee on Leon C. Simon)*
- [ ] Both Fields S1 and S2
- [ ] Other: ____________________________

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**EVENT GUIDELINES**

1. Only UNO departments responsible for supervision of the event may use this Booking Form.
2. Alcohol is not permitted on the premises.
4. Sale of food or beverages on the fields is not allowed.
5. Area must be left in a clean and orderly fashion. Clean-up charges may apply.
6. For safety reasons, premises must be vacated when inclement weather arises.
7. Lakefront Arena Management Office must be contacted if special arrangements are necessary.

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**CONTACT INFORMATION**

Booking requested by: ____________________________ Phone: ____________ Email: ____________________________

On-site representative: ____________________________ Phone: ____________ Email: ____________________________

*Any questions or concerns are to be directed to Lakefront Arena Management: 504.280.7171 or Arena.UNO.edu.*

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**FOR LAKEFRONT ARENA USE ONLY**

- [ ] EVENT APPROVED: Note special conditions below.
- [ ] EVENT DENIED: Reason stated below.

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Processed Booked Forms will be emailed to:

- Arena: David P. Armond (darmond@uno.edu), David Lee Lendermon, Sr (dlenderm@uno.edu), Laurelee R Toscano (LToscano@uno.edu)
- UNOPD: Thomas R. Harrington (trharrin@uno.edu), Henry A Gueringer, Jr (hguering@uno.edu), Joshua Rondeno (jrondeno@uno.edu)
- RIS: Margaret Vinti Royerre (mroyerre@uno.edu), Carl Victor Pilie (cvpilie1@uno.edu), NOSA: Santo Rivas (santorivas71@aol.com)